



UNITED STATES MARINE CORPS
MARINE CORPS RECRUIT DEPOT/WESTERN RECRUITING REGION
SAN DIEGO, CALIFORNIA 92140

DepO 1040.4E
1:cal
19 May 1989

DEPOT ORDER 1040.4E

From: Commanding General
To: Distribution List

Subj: Depot Career Planning Program

Ref: (a) MCO P1040.31E (NOTAL)
(b) MCO P1760.8B (NOTAL)
(c) MCO 1001.39J (NOTAL)

Report Required: Enlisted Career Planning Report (Report Symbol MC-1040-02), par. 6

1. Purpose. To promulgate instructions and information concerning the conduct of the Career Planning Program of this Command.

2. Cancellation. DepO 1040.4D.

3. Background

a. The concept of the Career Planning Program goes far beyond the simple goal of retention. Because of the technical and complicated means and methods of the Marine Corps, an increased emphasis on the quality of the individual Marine has become paramount. Therefore, the Career Planning Program will promote and support the continuing effort to maintain a challenging and rewarding career atmosphere within the Marine Corps.

b. The success of the Career Planning Program within this Command is a direct result of a career management effort at all levels. The future development of the program will be directly attributed to such factors as command attention and interest, assignment of highly motivated career planning personnel, and the continued effective training of all personnel concerned with the function of the program within the Command.

c. Attention is directed to reference (a) which prescribes career planning objectives and responsibilities, sets forth reenlistment and extension prerequisites, and establishes the Career Planning Program.

4. Objectives. The objective of this program is retention of the highest quality Marines who will form the professional fighting force necessary to meet future commitments. To meet retention goals, the following career planning objectives are established:

- a. Continuously inform all Marines of the benefits of a Marine Corps career.
- b. Stimulate self-improvement of the individual Marine through the many education and leadership opportunities afforded by the Marine Corps.
- c. Establish and maintain a professional career atmosphere within the Command.
- d. Advise Marine families of the many extra benefits the Corps offers them in contrast with the benefits available in civilian life.
- e. Encourage the "Every Marine is a Career Planner" concept in order to stress, whenever possible, the advantages of a career in the Marine Corps.
- f. Encourage successful career planning and assistance in personal affairs matters.
- g. Reinforce the sense of pride associated with the Marine Corps.
- h. Create a desire, within members of the Command, to make the Marine Corps a career.
- i. Motivate all qualified Marines to reenlist.

5. Coordinating Instructions

a. The Assistant Chief of Staff, G-1 shall exercise General Staff cognizance over the Depot Career Planning Program.

b. The Assistant G-1 is assigned as the Depot Career Planning Officer and will aid and assist unit commanders in providing assistance, when requested, concerning matters pertaining to counseling and career patterns.

c. The Depot Career Planning Officer, assisted by the Depot Career Planning Non-commissioned Officer, will administer the program as follows:

(1) Coordinate with the Depot Military Personnel Officer concerning any reassignment quotas or formal school quotas which may be utilized as additional reenlistment incentives for qualified Marines.

(2) Review all correspondence from subordinate units to Headquarters, U.S. Marine Corps pertaining to reenlistment options/incentives.

(3) Present lectures and furnish assistance to subordinate units as requested.

(4) Collect, analyze, and disseminate career planning material and information to increase the overall effectiveness of the program.

(5) Conduct a presentation, as outlined in reference (b), on a quarterly basis, concerning the rights and benefits of personnel being released from active duty.

6. Action

a. Commanding Officers, Recruit Training Regiment, Headquarters and Service Battalion, and Weapons Training Battalion

(1) Establish procedures to ensure compliance with all applicable references and this Order.

(2) Assign, in writing, an officer the additional duty as Career Planning Officer for the unit and a sergeant or staff noncommissioned officer the primary duty as Career Planning Noncommissioned Officer, as existing Tables of Organization allow.

(3) Review organizational career planning orders, publications, and/or Standard Operating Procedures to ensure they conform with current directives from Headquarters, U.S. Marine Corps and this Headquarters. Organizations without such written directives are directed to publish appropriate directives in accordance with the references.

(4) Ensure that personnel being separated or released from active duty attend scheduled presentations required by references (b) and (c), and as announced by separate directives.

(5) Ensure that this Headquarters (Depot Career Planner) is kept informed, either by "via" routing or information copy, of all correspondence pertaining to reenlistment options/incentives.

(6) Submit the Unit Career Planning results to this Headquarters (Depot Career Planner) not later than 1100 on the last working day of each month. Instructions for completion of the report are contained in Chapter 6 of reference (a).


b. Commanding Officer, Support Company, Headquarters and Service Battalion. Forward one copy of the Daily Separations Roster, MCRD Form 1910/35, daily to the Depot Career Planning Noncommissioned Officer.

c. Depot Career Planning Noncommissioned Officer

(1) Submit to Unit Career Planners, no later than 1600 on the last working day of each month, a listing of personnel from their unit who were discharged during the month. This feeder information will be used for completion of the Enlisted Career Planning Report.

(2) Submit, via the Career Planning Management System, the Enlisted Career Planning Report to Headquarters, U. S. Marine Corps by 1500 on the last working day of the month.

7. Awards. The Commandant's Career Planning Certificate of Appreciation, established by reference (a), will be awarded by the Commanding General to Marines who make exceptional contributions to the Depot Career Planning Program. Commanding officers may nominate Marines for this award by letter, submitted to this Headquarters (Assistant Chief of Staff, G-1), setting forth in detail all pertinent facts associated with the individual's contribution.


R. R. WRIGHT
Chief of Staff

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